

(Date)

EEO Specialist

Extension of 30 Days

(Complainant)

Pursuant to 29 C. F. R., Part 1614.105 (e), the complainant is, hereby, advised of his/her right to request an official extension of 30 calendar days through ( ). The extension dates will commence upon completion of ADR phase. The complainant understands that extension request is usually granted only in the interest of further exploration of possibilities for informal resolution.

The complainant, hereby, has authorized me to request an official extension of time for continued attempts of informal resolution.

\_\_\_\_\_

(Complainant)

Date

\_\_\_\_\_

EEO Specialist

Date

CONCURRENCE:

\_\_\_\_\_

Regional EEO Manager

Date